**Organise a Coffee Morning**

**Send out invitations**

Coffee mornings can be held in a cosy place like your home or workplace or if you are thinking big, in a community centre. Either way, it is important to choose a date that doesn’t clash with events in your community and is far enough in the future so that you and your guests can plan ahead. You may have to ask people to RSVP to your invitation if you are organising a big event.

**Make it pretty!**

Use cake stands, napkins, flowers, bunting, a Whizz-Kidz banner, whatever takes your fancy to create a great atmosphere. You can ask your local bakery or supermarket for donations of coffee and cakes to keep your costs down. Offer the cakes with coffee and auction or sell off any left over at the end, so make sure to have bags or boxes ready to package up.

**Order your Whizz-Kidz resources**

Fancy some Whizz-Kidz resources to spruce up your events? We can supply you with balloons, stickers, leaflets and a collection tin to gather those pennies in. To request these resources, get in touch at events@whizz-kidz.org.uk.

**Paying in your money**

When organising your coffee morning, you can either take payments in cash or ask your guests to pay in through JustGiving. If you decide to take cash, you can send us a cheque or pay the funds directly into the Whizz-Kidz bank account.

**Need a hand? Give us a call!**

If you’re in need of a bit of guidance or want to chat about your fundraising, give us a call on 020 7233 9696 or pop us an email at events@whizz-kidz.org.uk. We’d love to hear all about your event, so keep us posted on how you get on through Facebook, Twitter and Instagram.

**Helpful Tips**

Here are some great ideas to make your coffee morning a success!

1. Plan in advance whether you’re going to sell coffee for a fixed price or accept any donation as a goodwill gesture
2. Add some extra fun activities and games to help you raise additional funds

Registered charity No. 802872. Company registered in England and Wales No. 244520. Charity registered in Scotland No. SC042607